



UNIT PUBLICATIONS GUIDE



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**USAMC LOGISTICS SUPPORT ACTIVITY (LOGSA)
REDSTONE ARSENAL, AL 35898-7466**

**LOGSA PAMPHLET
NO. 25-35**

1 MARCH 2001

UNIT PUBLICATIONS GUIDE

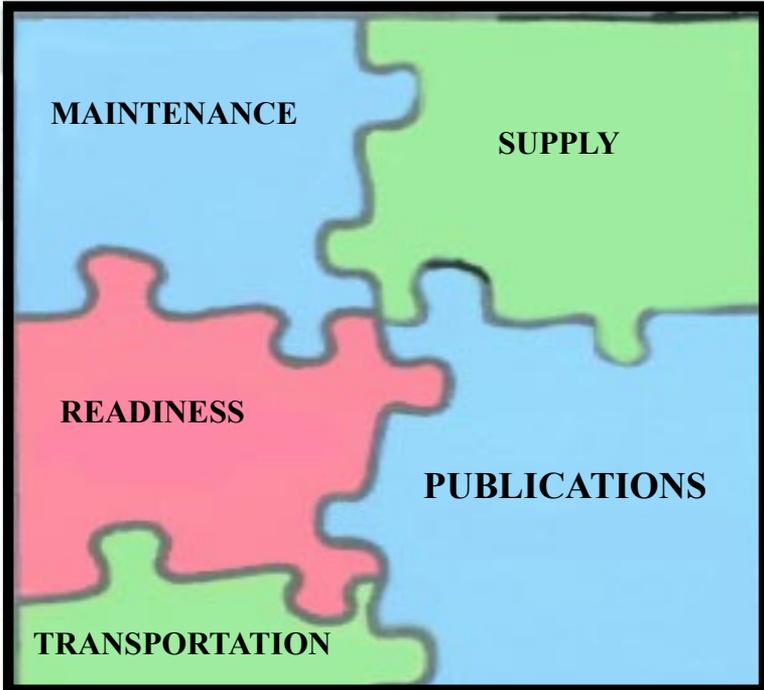
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*This pamphlet supersedes LOGSAP 25-35, 15 June 2000

Introduction

Publications are major items in any unit's daily operations. Unfortunately, they're often also the most neglected piece of the logistics puzzle.



It's important to keep the right publications on hand. In fact, publications are critical to your unit's mission. Without the right maintenance procedure or the right repair part National Stock Number (NSN), you won't be able to keep your equipment in mission capable status.

Publications keep unit supply, maintenance, transportation, and readiness operations on track.

There are several tools available to keep your unit's library current. This pamphlet points you to those tools.

Getting Publications

The first thing you need is a pubs account number. Your Battalion HQ gets an account number for your unit by sending in DA Form 12-R through your installation Publications Control Officer (PCO) to the U.S. Army Publishing Agency (USAPA). If you're not supported by an Army installation, send the form through your PCO to:

REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT <small>For use of this form, see DA PAM 25-33; the proponent agency is ODISCA</small>		
1. ACCOUNT NUMBER	2. DATE	3. TYPE OF SUBMISSION a. <input type="checkbox"/> INITIAL b. <input type="checkbox"/> CHANGE c. <input type="checkbox"/> CLOSE
4. FROM <i>(Include nine-digit ZIP Code)</i>	5. THRU <i>(Include nine-digit ZIP Code)</i>	6. TO
7a. REQUEST AN ACCOUNT BE ESTABLISHED FOR <input type="checkbox"/> PUBLICATIONS <input type="checkbox"/> BLANK FORMS		
7b. JUSTIFICATION FOR BLANK FORMS <i>(Use a separate sheet of paper)</i>		

**US Army Publishing Agency
 Distribution Operations Facility
 ATTN: New Account Processing
 1655 Woodson Rd
 St Louis, MO 63114-6128**

13a. Typed Name, Grade and Title of Commander	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i>
14a. Typed Name, Grade and Title of PCO/PSM	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i>

DA FORM 12-R, APR 96

PREVIOUS EDITIONS ARE OBSOLETE

USAPA V2.01

If you need assistance with the DA Form 12-R, call the distribution facilities customer service at DSN 693-7305, extension 221 or 288, or Commercial (314) 263-7305, extension 221 or 288.

After you get a pubs account number, you can subscribe to pubs manually on DA Form 12-99-R using the Identification Number (IDN). This will ensure you get future changes and revisions. If you know the pubs you need, you can send the 12-99-R form along with the 12-R form.

Both these forms are in electronic format on Compact Disc (CD) EM 0001, Army Electronic Library.

Get DA Pam 25-30

One pub you need for sure is DA Pam 25-30, Consolidated Index of Army Publications and Blank Forms. It has all the information you need to order any other pub.

You can read DA Pam 25-30 on CD-ROM or the Internet using the pubs home page address:

<http://www.usapa.army.mil>



You can use DA Pam 25-30 to find out which pubs you need to order. Just jot down the Line Item Number (LIN) or NSN for each piece of your equipment. Your unit has all kinds of records and files that show the LIN and NSN, such as the property book record or the Army Master Data File.

From the main menu select the LINTOPUB Database Section by using your down arrow. This section cross-references the pubs by LIN.

Type in the first LIN, NSN, or NIIN (last nine digits of the NSN) from the list you jotted down and hit the F2 or Enter key. Now, press the Enter key to view the search results.

The first part shows you the LIN, the “official” name of your equipment, and its NSN. Hit F7, View Report, to see the list of basic pubs for your equipment and the pubs for the components used on the end item.



LINTOPUB Section of DA Pam 25-30 on CD-ROM

===== FULL RECORD VIEW (1APR2000) =====

LIN	GENERIC NOMENCLATURE				
R83005	RADIO SET: AN/PRC-119A				
NSN	NSN NOMENCLATURE				
5820-01-267-9482	RADIO ST AN				
BASIC PUBS	DATE	CHANGES IN FORCE	LAST CHANGE		
TB 11-5820-890-10-2	APR 93				
TM 11-5820-890-10-1	SEP 92				
TM 11-5820-890-10-2					
TM 11-5820-890-10-5	APR 93				
TM 11-5820-890-10-6	DEC 98				
TM 11-5820-890-10-7	DEC 98				
TM 11-5820-890-10-8	DEC 98				
TM 11-5820-890-10-HR	SEP 92				
TM 11-5820-890-20-1	DEC 98				
TM 11-5820-890-20-3	FEB 95				
TM 11-5820-890-20P					
TM 11-5820-890-30P-1	OCT 97				
TM 11-5820-914-40	JAN 93	1-5			
TM 11-5820-914-40P	MAR 94				
PUBS ON COMPONENTS	DATE	CHANGES IN FORCE	LAST CHANGE	COMPONENT NSN	NOMENCLATURE
TB 11-5820-890-30	APR 93		APR 93	6160-01-304-2034	BATTERY BOX
TM 10-8400-203-23	MAY 90	1-8	MAY 97	8465-01-019-9103	FIELD PACK W/O LINERS
TM 11-5820-890-30-3	OCT 89			6160-01-284-4200	BATTERY BOX
TM 11-5820-890-30-4	SEP 92			6160-01-284-4200	BATTERY BOX
TM 11-5820-890-30-5	SEP 92			6160-01-284-4200	BATTERY BOX
TM 11-5820-890-30P-2	SEP 98			6160-01-304-2034	BATTERY BOX

Here we find that LIN R83005, NSN 5820-01-267-9482, is an AN/PRC-119A SINGARS Radio Set.

With the LIN cross-reference, you can find just about any pub relating to your equipment and its components.



Getting a Tailored List

Of course, checking each LIN on the DA Pam 25-30 is time-consuming. Save some time by getting an index of equipment publications tailor made for your unit.

Here's how to get a list:

- If your unit uses the Standard Property Book System Redesign (SPBS-R), have your Property Book Officer prepare an MS-DOS floppy disk version of your unit's hand receipt. Send this disk to:



**Commander
USAMC Logistics Support Activity
ATTN: AMXLS-AP (EOPDB/LIDB)
Redstone Arsenal, AL 35898-7466**

Be sure to include the maintenance level you want the listing to cover, your name, rank, unit, address, DSN and commercial numbers, and a return label.

- If your unit is not part of the SPBS-R, request a copy of the LOGSA EQUIP DISK by e-mail: eopdb@logsa.army.mil or from the above address. It is an IBM Personal Computer compatible software program that will guide you on how to submit the data on disk.

You'll get back electronic files showing every equipment publication you need in your unit to support the equipment you have assigned. The files will contain a Portable Document Format (PDF) version of your tailored index report. The LOGSA diskette contains your unit's particular listing and the software needed to read it. It's that easy!



Reading the Equipment Oriented Publications Data Base (EOPDB) List

The report will be in two sections.

Part I lists the pubs in the equipment's LIN and NSN sequence. It tells you what types of publications, such as technical manuals and bulletins, supply manuals and bulletins, lubrication orders, modification work orders, and supply catalogs you need.

Part I of EOPDB Report

05/12/2000 08:36:38	Page 1 of 4																																																																	
<p>Publications Tailored Index Report By LIN UIC: FIELDS</p>																																																																		
<p>LIN T05096 -TRUCK UTILITY: TOW CARRIER ARMD 1-1/4 TON 4X4 W/E (HMMWV) NIIN 011077153 - TRK UTIL1-1/4T M966</p>																																																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Publications</th> <th style="text-align: left;">Publication Title</th> <th style="text-align: left;">Pub Date</th> <th style="text-align: left;">Changes</th> <th style="text-align: left;">Lst Updt</th> </tr> </thead> <tbody> <tr> <td>LO 9-2320-280-12</td> <td>TRUCK, UTILITY: CARGO/TROOP CARRIER, 1 1/4-TON</td> <td>1990-06-19</td> <td></td> <td>1990-06-19</td> </tr> <tr> <td>MWO 9-2320-280-20-1</td> <td>MODIFICATION OF 1-1/4 TON VEHICLES; M998 SERI</td> <td>1992-06-06</td> <td>1</td> <td>1993-05-24</td> </tr> <tr> <td>MWO 9-2320-280-35-1</td> <td>MODIFICATION OF 1-1/4 TON VEHICLES M998 SERI</td> <td>1990-03-30</td> <td></td> <td>1990-03-30</td> </tr> <tr> <td>MWO 9-2320-280-35-2</td> <td>MODIFICATION WORK ORDER FOR MODIFICATION 0</td> <td>1996-06-01</td> <td></td> <td>1996-06-01</td> </tr> <tr> <td>TM 9-2320-280-10</td> <td>OPERATOR'S MANUAL FOR TRUCK, UTILITY: CARG</td> <td>1996-01-31</td> <td>1</td> <td>1999-05-31</td> </tr> <tr> <td>TM 9-2320-280-10-HR</td> <td>HAND RECEIPT COVERING CONTENTS OF COMPON</td> <td>1999-05-31</td> <td></td> <td>1999-05-31</td> </tr> <tr> <td>TM 9-2320-280-20-1</td> <td>UNIT MAINTENANCE VOLUME 1 OF 3 FOR TRUCK, U</td> <td>1996-01-31</td> <td>1</td> <td>1999-06-30</td> </tr> <tr> <td>TM 9-2320-280-20-2</td> <td>UNIT MAINTENANCE VOLUME NO. 2 OF 3 TRUCK, U</td> <td>1996-01-31</td> <td>1-2</td> <td>1999-06-30</td> </tr> <tr> <td>TM 9-2320-280-20-3</td> <td>UNIT MAINTENANCE MANUAL FOR TRUCK, UTILITY:</td> <td>1996-01-31</td> <td>1</td> <td>1999-06-30</td> </tr> <tr> <td>TM 9-2320-280-24P-1</td> <td>UNIT, DIRECT SUPPORT AND GENERAL SUPPORT M</td> <td>1996-01-31</td> <td></td> <td>1996-01-31</td> </tr> <tr> <td>TM 9-2320-280-24P-2</td> <td>UNIT, DIRECT SUPPORT AND GENERAL SUPPORT M</td> <td>1996-01-31</td> <td></td> <td>1996-01-31</td> </tr> <tr> <td>TM 9-2320-280-34</td> <td>DIRECT SUPPORT AND GENERAL SUPPORT MAINTE</td> <td>1996-01-31</td> <td></td> <td>1996-01-31</td> </tr> </tbody> </table>		Publications	Publication Title	Pub Date	Changes	Lst Updt	LO 9-2320-280-12	TRUCK, UTILITY: CARGO/TROOP CARRIER, 1 1/4-TON	1990-06-19		1990-06-19	MWO 9-2320-280-20-1	MODIFICATION OF 1-1/4 TON VEHICLES; M998 SERI	1992-06-06	1	1993-05-24	MWO 9-2320-280-35-1	MODIFICATION OF 1-1/4 TON VEHICLES M998 SERI	1990-03-30		1990-03-30	MWO 9-2320-280-35-2	MODIFICATION WORK ORDER FOR MODIFICATION 0	1996-06-01		1996-06-01	TM 9-2320-280-10	OPERATOR'S MANUAL FOR TRUCK, UTILITY: CARG	1996-01-31	1	1999-05-31	TM 9-2320-280-10-HR	HAND RECEIPT COVERING CONTENTS OF COMPON	1999-05-31		1999-05-31	TM 9-2320-280-20-1	UNIT MAINTENANCE VOLUME 1 OF 3 FOR TRUCK, U	1996-01-31	1	1999-06-30	TM 9-2320-280-20-2	UNIT MAINTENANCE VOLUME NO. 2 OF 3 TRUCK, U	1996-01-31	1-2	1999-06-30	TM 9-2320-280-20-3	UNIT MAINTENANCE MANUAL FOR TRUCK, UTILITY:	1996-01-31	1	1999-06-30	TM 9-2320-280-24P-1	UNIT, DIRECT SUPPORT AND GENERAL SUPPORT M	1996-01-31		1996-01-31	TM 9-2320-280-24P-2	UNIT, DIRECT SUPPORT AND GENERAL SUPPORT M	1996-01-31		1996-01-31	TM 9-2320-280-34	DIRECT SUPPORT AND GENERAL SUPPORT MAINTE	1996-01-31		1996-01-31
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Part II provides a pub-to-end item cross-reference and is helpful in ordering the pubs you need. For example, you have different models of the HMMWV--but LO 9-2320-280-12 covers all the models. You'll order the number of copies you need for all models.

Part II of EOPDB Report

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Publications Tailored Index Report By Pub Number UIC: FIELDS

LIN T38844 - TRUCK AMBULANCE: 4 LITTER ARMD 4X4 W/E (HMMWV)

NIIN 011112274 - TRK AMB 4 LITTER M997

Publications	Publication Title	Pub Date	Changes	Lst Updt
LO 9-2320-280-12	TRUCK, UTILITY: CARGO TROOP CARRIER, 1 1/4-TO	1990-06-19		1990-06-19

LIN T92242 -TRUCK UTILITY: ARMT CARRIER ARMD 1-1/4 TON 4X4 W/E (HMMWV)

NIIN 011289551 -TRK UTIL 1-1/4T M1025

Publications	Publication Title	Pub Date	Changes	Lst Updt
LO 9-2320-280-12	TRUCK, UTILITY: CARGO/TROOP CARRIER, 1 1/4-TO	1990-06-19		1990-06-19

LIN T05096 - TRUCK UTILITY: TOW CARRIER ARMD 1-1/4 TON 4X4 W/E (HMMWV)

NIIN 011077153 - TRK UTIL 1-1/4T M966

Publications	Publication Title	Pub Date	Changes	Lst Updt
LO 9-2320-280-12	TRUCK, UTILITY: CARGO/TROOP CARRIER, 1 1/4-TO	1990-06-19		1990-06-19

LIN T92242 -TRUCK UTILITY: ARMT CARRIER ARMD 1-1/4 TON 4X4 W/E (HMMWV)

NIIN 011289551 - TRK UTIL 1-1/4T M1025

Publications	Publication Title	Pub Date	Changes	Lst Updt
MWO 9-2320-280-20-1	MODIFICATION OF 1-1/4 TON VEHICLES, M998 SERI	1992-06-06	1	1993-05-24

Using the Electronic List

When you receive the electronic list, you need to inventory your pubs and order those you don't have or those you have but that are out-of-date. If you need more information about the EOPDB listing, call DSN 897-6115 or Commercial (256) 313-6115.

After you determine which pubs you need, jot down the IDN and Publication Identification Number (PIN) from DA Pam 25-30. If you order pubs on DA Form 12-99-R, you'll need the IDN. If you order them electronically on the internet, you can use either the PIN or publication number. Now, you're ready to order your publications.



Resupply

To replace lost or worn out pubs, you need to transmit an automated DA Form 4569. The pubs facility no longer accepts a hard copy or fax. Now you need to go through the internet site or through the STARPUBS DDN Interface System (SDIS) to replace pubs.

Get information about SDIS by calling DSN 221-6238 or Commercial (703) 325-6238.

Internet Ordering

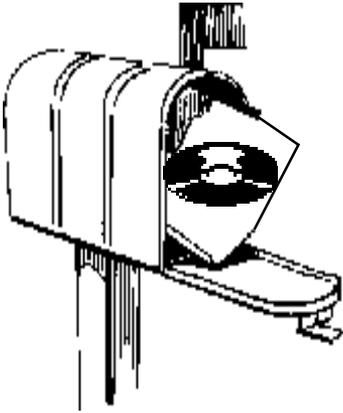
If your unit has a computer with internet capability, you can shave several days off the delivery time by ordering publications electronically.

You can also maintain your publications account, download electronic administrative publications and forms, and request a subscription printout over the internet. You can receive status and order reports at the e-mail address you provide under the **Publications Ordering and Subscription System** link. You'll need your pubs account number and zip code.

After clicking on the ordering and subscription link, you'll find two sections. They are:

Publications Ordering System - this link allows you to submit resupply requisitions, modify your 12-series subscriptions, download the SDIS/CSS STARPUBS programs, validate unit of issue codes, and generate reports for orders you submitted that day.

Order Status Inquiries, Reports & Validation - here you can create an order report for pubs ordered within the last 180 days, generate a subscription printout which shows all the pubs on your 12-series forms, check status codes returned by the pubs people, review which accounts have been deactivated because of invalid addresses, and check stock receipts and stock due-in to the pubs facility.



Mailed Direct

After your order is in the computer, your pubs are mailed directly to the address listed on your DA Form 12-R.

Always notify the pubs facility when your unit is moving. Give them your account number, new and old address, and the approximate date of your move.

Emergency Orders

If you need a specific pub in a hurry, you can use the Telephone Ordering Publications System (TOPS). It's available for all pubs account holders.

[These instructions are for paper copies only. See Page 12 for ordering publications on CD-ROM.](#)

TOPS is an automated system for touch-tone telephones. Once you access the system, you'll make selections with the interactive voice system. The menu offers three choices:

- **ORDER PUBLICATION** allows you to place an emergency publications order.
- **GENERAL INFORMATION** gives you updates on any changes to the emergency ordering process.
- **CUSTOMER ASSISTANCE** allows you to speak directly to a customer service person.



To access TOPS, call DSN 221-9224 or Commercial (703) 325-9224.

When you call to order, be sure you have your pubs account number and zip code handy.

You'll also need the PIN for each pub you want to order.

The PIN consists of nine numbers. The first 6 are from DA Pam 25-30 and the last 3 indicate whether you want the basic publication or a change.

Say that you need to order the operator's manual for your M939-series trucks--TM 9-2320-272-10. DA Pam 25-30 shows 051550 for the PIN. But, you need the basic manual and all changes. You'd key 051550000 into TOPS. The 000 at the end allows the system to ask if you want just the basic or the basic and all changes.

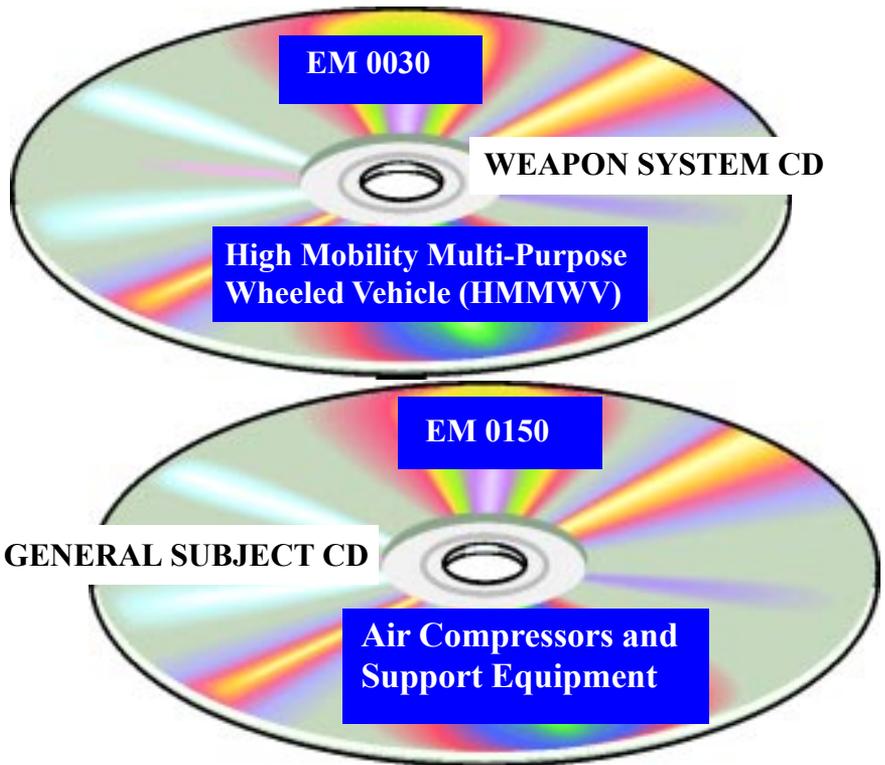
Suppose you only need Change 1. You'd key in 051550001.

After you've entered all the information for that pub, the system will ask if you need to order another pub. If so, follow the same process until you're finished.

Ordering Publications on CD

If you received a CD containing Electronic Technical Manuals (ETM), you'll need to make sure you get updated CDs that include changes and revisions. Updated ETM CDs will not be sent to your unit automatically even though the first one was. You have to submit a subscription change requirement to USAPA.

There are two types of ETM CDs. One has major end items or weapon systems and the second type has pubs covering common-use equipment or on general subject matter.



Not sure what ETM CDs are available? A table of fielded ETM CDs with ordering information can be found on the internet at:

<http://www.logsa.army.mil>

After you enter the LOGSA website, click on Publications & Forms. Now open the ETM Bulletin. There you'll also find a schedule of when each ETM CD will be distributed to the field. This schedule is provided only as a management tool and is updated as necessary.

Official Army Publications Sites

Five on line sites have been designated as official Army sites for departmental publications and forms. They are:

<http://www.logsa.army.mil>

Army technical and equipment publications (except engineering & medical)

<http://www.usapa.army.mil>

Administrative publications and forms

<http://155.217.58.58>

Army doctrinal and training publications (except engineering & medical)

<http://www.usace.army.mil/usace-docs>

Army engineering publications (except administrative)

<http://www.armymedicine.army.mil>

Army medical publications (except administrative)



Many of the publications found at these sites are in PDF. In order to read or print PDF files, you'll need to have the Adobe Acrobat Reader. This software is available for free download from Adobe Systems Incorporated.

LOGSA Website

Here's how to access the Army technical and equipment publications at the LOGSA website:

- Enter the site at <http://www.logsa.army.mil>
- Click on Publications & Forms.
- Click on Go to Electronic Technical Manuals Online.
- After hitting the accept button, you'll see three buttons:



Software Requirements

In order to access the ETMs, you must use the 128 bit encryption version of either Netscape 4.75 or higher or Internet Explorer 5.5 or higher browser. These browsers are available for free download. Links to the sites are provided under the software requirements section.

It's highly recommended that you install Acrobat Reader after installing the browser to automatically set up the reader as a plug-in. That way you will be able to access the front of the manual while the back portion is still loading.

Request Access

Each publication on-line has a distribution restriction. They are:

- A** Public Release
- B** U.S. Government Agencies
- C** U.S. Government Agencies and their Contractors
- D** DOD and DOD Contractors
- E** DOD Components

To access anything other than an “A” distribution, you’ll need to request a logon identification and password. The System Access Request Form is at the ETM site. Fill in all pertinent information and review to make sure each field is complete and correct. After completing your review and correcting all errors, click “Submit” to send your information.

Enter the Site

Here you’ll find an ETM search. You can search by either PIN, Publication Number, Electronic Manual (EM) number or Publication Title Text.

For example, you want to find the operator’s manual for the AH-64 helicopter. You can search by individual PIN:

PIN Number :

If you know the publications series, you can search by using a partial Technical Manual (TM) or Technical Bulletin (TB) number. In this case, you'd put TM or TB 1-1520-238-. The search finds all publications on this search.

TM Number :

If you know the EM number, you can get a list of all the publications on the CD.

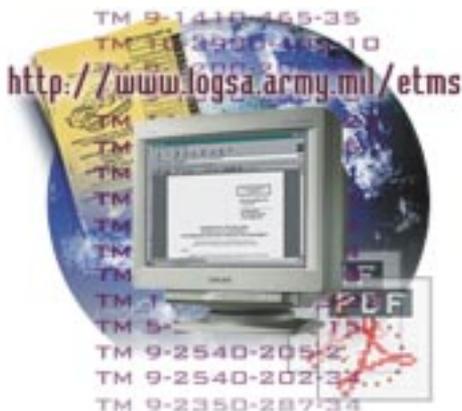
EM Number :

If you don't know the PIN or TM series, use the Publication Title Text search block. You can use anything that appears in the text on the front cover of the publication. However, searching with AH-64 will narrow the search to publications specifically for the Apache helicopter. If you search using helicopter, you'll get ALL helicopter publications.

TM Title Text:

Any comments, questions, or suggestions about the ETM program can be e-mailed to:

logetm@logsa.army.mil



Reading PDF Files

Once you master the toolbar and information bar in the Adobe Reader, getting around the PDF file is quite easy. The toolbar is located at the top of your PDF screen.



Toolbar Items



Click this button to show the bookmarks and the page OR the page only.



Use the Hand tool to move a document page on screen when it does not fit within the window. Drag the hand tool in the direction you want to move the page.



Use the Zoom tool to magnify the page display.



Use the Select Type tool to select text in a document. Selected text can be copied to the clipboard using the copy/paste commands.



The Browse buttons advance the document to the first or last page of a document or forward or back one page at a time.



Click the Actual Size button to display the page at 100 percent.



Click the Fit Page button to scale the page to fit within the window.

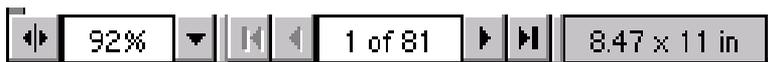


Click the Fit Width button to scale the page width to fill the width of the window.



The Find tool searches for part of a word, a complete word, or multiple words in a document.

The information bar is located at the bottom of the PDF screen.



Here you'll find at what percent you're viewing the document, what page you're viewing, how many pages are in the document, and the size of the page.

Information Bar Items



The Window Splitter adjusts the width of the overview and document areas. Drag the control to where you want to divide the two areas.



The Magnification Box displays the current page magnification and lets you select various magnifications.



The Page Number Box displays the current page number and lets you go to a specified page in a multi-page document.



The Page Size Box shows the size of the current page.

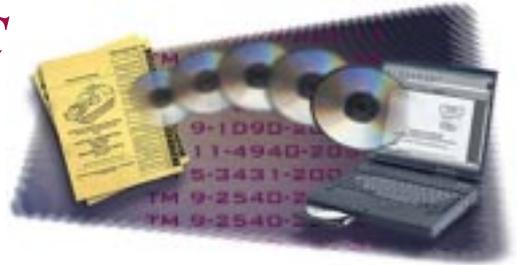
----- NOTES -----



***EOPDB
TAILORED
INDEX
LISTINGS***

+

***ELECTRONIC
TECHNICAL
MANUALS***



+

Account Number	<input type="text"/>	ZIP Code	<input type="text"/>
Enter your order information below in the format: (PIN 7-8) (Quantity)			
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>

***ON-LINE
ORDERING***

=

***PUBLICATIONS
SUCCESS!***